

Virginia Locality Fiscal Stress Monitoring

Fiscal Assessment Follow Up Questionnaire

Instructions and Purpose: This questionnaire is to provide the Auditor of Public Accounts (APA) and Virginia legislators with additional, follow-up information to further assess potential fiscal stress at your Locality. Completion of this questionnaire is **mandatory**. **The APA requests this questionnaire be completed and returned to the Local Government manager by XX Date.**

Please provide comprehensive answers and explanations to the questions below at each "Locality Explanation" box. If any questions are not applicable please indicate as such; do not leave any of the "Locality Explanation" boxes blank.

We appreciate the full cooperation and assistance of the Locality's applicable finance personnel to obtain any further support or clarification to aid in evaluating the Locality's explanations and answers provided on this questionnaire.

Follow-up Questions	Locality Explanation
Budget Process:	
1 Does the Locality have a structurally balanced budget for the Fiscal Year 201x?	
2 Has the Locality utilized any significant transfers during the Fiscal Year 201x in order to balance the budget? Please explain.	
3 How many times during the Fiscal Year 201x has the Locality made amendments to its budget? Please explain the primary reasons for the amendments.	
4 What is the Locality's budget monitoring and reporting process? How frequently during the year (i.e.: quarterly) does Management inform and discuss with the Governing body the budget to actual results for revenues and expenses?	
Debt and Borrowings:	
5 Was the Locality delinquent with any of its debt service payments (i.e.: VRA bonds, etc.) at the end of the Fiscal Year 201x?	
6 Was the Locality non-compliant with any of its debt covenants at the end of the Fiscal Year 201x?	
7 Did the Locality have significant Interfund borrowings between its General fund and other funds during the Fiscal Year 201x? (i.e.: reported in the Statement of Net Position "Internal Balances" line item and related disclosures). Please explain the nature of the interfund borrowings. What is the Governing body and Management's plan for expected repayment to make the Fund(s) whole and ensure repayment is made within a reasonable time?	
8 Did the Locality obtain any Tax or Revenue Anticipation Notes/Loans during the Fiscal Year 201x? Explain the primary reason for obtaining. What is the Governing body and Management's plan/timing to ensure the Locality receives the anticipated revenue to pay back the loan?	

Follow-up Questions		Locality Explanation
9	Did the Locality obtain any other type of short-term financing/debt during the Fiscal Year 201x? Explain the primary reason for obtaining. Was this financing obtained to pay operating expenses due to cash shortfalls?	
Expenses and Payables:		
10	Does the Locality have any payments in arrears to Vendors or Authorities as of the end of Fiscal Year 201x (from June 30 through currently)? Please provide a listing of the Vendor/Authority name, length of time outstanding, and total amount overdue.	
11	Does the Locality have any instances of not meeting the Prompt Payment Act (by "required" due date or within 30 days) when paying for delivered goods or services throughout the Fiscal Year 201x? Please explain.	
12	Does Management utilize any Accounts Payable (AP) aging analysis tools or reporting techniques to periodically review liabilities and maximize cash flow and ensure prompt payments? How often does Management review? Does Management periodically discuss/report any AP aging information to the Governing body?	
13	Was the Locality delinquent in paying any wages or benefits to its employees at the end of the Fiscal Year 201x?	
14	Was the Locality delinquent in paying payroll taxes at the end of the Fiscal Year 201x?	
15	Was the Locality delinquent in paying retirement contributions to the Virginia Retirement System and/or other retirement Plan at the end of the Fiscal Year 201x?	
16	Was the Locality delinquent in paying worker's compensation and/or health insurance premiums at the end of the Fiscal Year 201x?	
Revenues and Receivables:		
17	Did the Locality have any "one-time" significant revenue item(s) during the Fiscal Year 201x? Please explain.	
18	Is the Locality experiencing any significant issues with collecting receivables (i.e.: for taxes, billable services, or other revenues)?	
19	Does Management utilize any Accounts Receivable (AR) aging analysis tools or reporting techniques to periodically review collections and overdue, delinquent accounts? How often does Management review this? Does Management periodically discuss/report any AR aging information to the Governing body?	
20	Has the Locality seen a significant increase in delinquent accounts during the Fiscal Year 201x? Has the Governing body and Management implemented a plan to increase internal and/or external collection efforts for delinquent billings/accounts?	

Follow-up Questions	Locality Explanation
<p>21 Has the Locality experienced any significant revenue shortfall in a specific local revenue during the Fiscal Year 201x and in prior years? If yes, please explain. Has the Governing body and Management established a plan to address the revenue shortfall?</p>	
<p>Other Areas and Reporting:</p>	
<p>22 Has the Locality experienced any vacancies in key Management and/or finance related positions?</p>	
<p>23 Has the Locality experienced any major issues with implementing new systems or technology (i.e.: new utility billing system, tax collection system, accounting system, etc.)?</p>	
<p>24 Did the Locality's independent Auditor report any material weaknesses and/or significant deficiencies during the last Fiscal Year 201x audit that impact the Locality's fiscal ability or indicate fiscal stress? Were these reported weaknesses/deficiencies adequately discussed with the Governing body? How is the Governing body and Management ensuring that corrective action is timely taken to correct the problems?</p>	
<p>25 Did the independent Auditor bring to the attention of Management and the Governing body any other matters or control deficiencies either detailed in a written Management letter or in verbal discussions that indicate deficiencies or financial conditions that if not timely addressed could negatively impact the Locality's fiscal ability? If yes, please explain. How is the Governing body and Management ensuring that corrective action is timely taken to correct any such issues?</p>	
<p>26 Did the independent Auditor provided an unmodified opinion on the locality's financial statements for the Fiscal Year 201x?</p>	
<p>27 In the Fiscal Year 201x Comprehensive Annual Financial Report, did the independent Auditor's Report include an emphasis of matter and/or other matter paragraph concerning the locality's fiscal ability or describing potential fiscal stress?</p>	
<p>28 Did the locality's Comprehensive Annual Financial Report include a going concern disclosure for the Fiscal Year 201x? If yes, please explain how the Governing body and Management plan to mitigate those concerns.</p>	